

Announcement Number 11/14

OPEN TO: All Interested Candidates
POSITION: Procurement Agent, LES-8; FP-6 (**Post title:** INL Program Coordinator)
(Position Grade for Not Ordinarily Resident FP- 6 to be determined by Washington, Position Grade for Ordinarily Resident is LES-8)
OPENING DATE: February 24, 2014
CLOSING DATE: March 10, 2014
WORK HOURS: Full-time (40 hours per week)

All documents MUST be submitted in PDF format. All other formats will not be accepted.

NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.

US Embassy Tbilisi is seeking one individual for the position of INL Program Coordinator in the INL office.

BASIC FUNCTION OF POSITION:

The position has two main functions: (1) Provide procurement and contracting support for the International Narcotics and Law Enforcement Affairs (INL) Section, including for procurements of specialized communications, forensics, police, probation, corrections, and general office equipment; and (2) organize training courses and study visits for law enforcement and criminal justice officers (including police and prosecutors) both locally and abroad.

DUTIES AND RESPONSIBILITIES:

Procurement & Contracting Duties: Provide procurement and contracting support for International Narcotics and Law Enforcement Affairs Tbilisi Office for procurements of specialized communications equipment; forensics, police, probation, and corrections equipment, and general office equipment; including working with INL Headquarters in Washington, the Regional Procurement Support Office in Frankfurt, Germany, and the GSO and FMO Sections at Embassy Tbilisi on complex procurement and contracting matters.

- Serve as contracting officer's representative on procurement contracts, including monitoring and inspecting the contractor's progress and performance to assure compliance with the contract specifications, and receipt and inspection of all deliverables.
- Determine training, services, and equipment requirements for Georgian law enforcement, forensics, probation, corrections, and other criminal justice and rule of law entities.
- Research available products and vendors, compare cost estimates, and advise INL Program Director and other INL office staff of options.
- Prepare draft written specifications and/or scope of work or services.

Program Coordination: Coordinate programmatic efforts of the INL Tbilisi office in the areas of law enforcement.

- Organize training events and study visits for law enforcement and criminal justice officers (including police and prosecutors) locally and abroad; interpret for high level delegations; complete translations of written communications; and act as liaison between the INL Tbilisi office and a variety of host government entities.
- Provide guidance and advice in the development of INL programs by identifying, establishing, and maintaining strong working relationships with host-country decision makers.

Administrative Duties: Perform a wide variety of administrative duties, including drafting memos and correspondence in English or Georgian, drafting Leahy human rights vetting requests, arranging for

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appointments, managing the schedule of the INL Office Director and police advisors, and serving as back-up support for other program coordinators.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A university degree in liberal arts, administration, management, law, or criminal justice is required.
- Minimum of 3 years of progressive responsible experience in an administrative, legislative, or financial management environment.
- Level IV (Fluent) Speaking/Reading/Writing **Georgian** is required. This may be tested; Level IV (Fluent) Speaking/Reading/Writing **English** knowledge is required. This will be tested; Level III (Good Working Knowledge) Speaking/Reading/Writing **Russian** is required. This will be tested;
- Must have knowledge of Microsoft software, including Word, Excel, and Power Point. Must have basic knowledge of administrative procedures, such as filing, maintaining records, and establishing filing systems. Must have basic ability to perform simple bookkeeping and record keeping functions.
- Strong organizational skills are required. Must be able to deal effectively with people within and outside the U.S. Embassy. Must have the ability to plan, organize and manage a project with limited guidance. Must be able to prioritize assignments. Must be able to effectively communicate orally and in writing, in English, Georgian, and Russian.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment DS-174; or
2. A current Resume or Curriculum Vitae that provides the same information as a DS-174; (**please indicate months and years of all employments, form should be in English**);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the HROTbilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on**

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applying with the American Embassy in Tbilisi:

<http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>

3. ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.

MAIL APPLICATION TO:

Human Resources Office

11 George Balanchine Street

Tbilisi, Georgia

Zip Code: 0131

Fax: (995-32) 227-77-07

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610.
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member.

A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,

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- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for This Position: March 10, 2014

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Conard C. Hamilton
Human Resources Officer